



JOINT BOARD MEETING

THREE RIVERS PARK DISTRICT AND SCOTT COUNTY BOARDS OF COMMISSIONERS

**Tuesday, December 22, 2015
11:00 a.m.**

**Cleary Lake Regional Park
Visitor Center
18106 Texas Avenue, Prior Lake, MN**

JOINT BOARD MEETING
**THREE RIVERS PARK DISTRICT
AND
SCOTT COUNTY
BOARDS OF COMMISSIONERS**

Cleary Lake Regional Park – Visitor Center
18106 Texas Avenue, Prior Lake, MN

**Tuesday, December 22, 2015
11:00 a.m.**

AGENDA

1. **OPENING BUSINESS**

- A. Call to Order
- B. Pledge of Allegiance
- C. Roll Call

2. **APPROVAL OF AGENDA**

Board members who wish to delete or add any item(s) to the agenda shall do so at this time.

Superintendent's Recommendation:

MOTION TO APPROVE THE AGENDA OF THE DECEMBER 22, 2015, JOINT BOARD MEETING OF THREE RIVERS PARK DISTRICT AND SCOTT COUNTY.

3. **NEW BUSINESS**

- A. [2015 Partnership Initiatives and 2016 Work Plan](#)

Recommendation:

NO ACTION REQUIRED; THIS ITEM IS FOR INFORMATION AND DISCUSSION.

- B. [2016 Three Rivers-Scott County Partnership Budget](#)

Recommendation:

MOTION TO APPROVE THE 2016 THREE RIVERS PARK DISTRICT-SCOTT COUNTY PARTNERSHIP OPERATING BUDGET IN THE AMOUNT OF \$2,132,818, AND THE 2016 PARTNERSHIP LOTTERY-IN-LIEU-OF MAINTENANCE AND REHABILITATION PROGRAM TOTALING \$41,300.

4. **ADJOURNMENT**

MOTION TO ADJOURN.

THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 12/22/15 Business Item: New Item Number: **3A**
Agenda Item: 2015 Partnership Initiatives, Partnership Milestones, and 2016 Work Plan

Superintendent's Recommendation:

NO ACTION REQUIRED; THIS ITEM IS FOR INFORMATION AND DISCUSSION.

Background:

Patty Freeman, General Manager of Parks and Trails in Scott County, will present information on 2015 partnership initiatives, partnership milestones from 2011 – 2015, and a proposed 2016 Work Plan. **Reference 3A-1** is a copy of the PowerPoint presentation for Commissioners' review.



in partnership with



2015 Accomplishments, Partnership Milestones & 2016 Work Plan

Scott County-Three Rivers Joint Board Meeting

December 22, 2015

2015 PARTNERSHIP ACCOMPLISHMENTS

2015 – Development

Cleary Lake Construction

- Entrance Road
- Building Access
- Golf Irrigation System



2015 – Development

Cedar Lake Farm Construction

- Trails
- ADA improvements
- Beach expansion
- Maintenance shop
- Barn preservation



2015 – Visitor Services

- Introduced Foot Golf, Cleary
- Introduced SUP's, Cedar Lake
- Expanded programs:
 - Jordan Area/Schools
 - Libraries
 - Seniors



2015 – Visitor Services

- Supported ***Let's Go Fishing***
 - *Enriching the lives of individuals through fishing and boating excursions in Scott County Area.*
 - 1,000 + riders, 123 rides
 - Key to Success:
 - Home at a park – smooth set up
 - Picnics before and after
 - Fishing pier
 - Restrooms



2015 – Public Safety

Coordination with Sheriff and Local Agencies

- Facilitated preparedness of local responders (Murphy-Hanrehan)
- Training
 - Trespass and snowmobile violations, hunting regulations



2015 - Natural Resources

Doyle-Kennefick

Site prep, 100-acre oak savanna



Shakopee
Mdewankanton
Sioux
Community



Scott County
Highway

Park Maintenance

2015 – Maintenance

Year of the Dog

- Improvements at Spring Lake, Cleary and Murphy DOLA's



2015 – Maintenance

Program Support: Maple Syrup



- **Recreation and Education Programs**

2015 – Maintenance

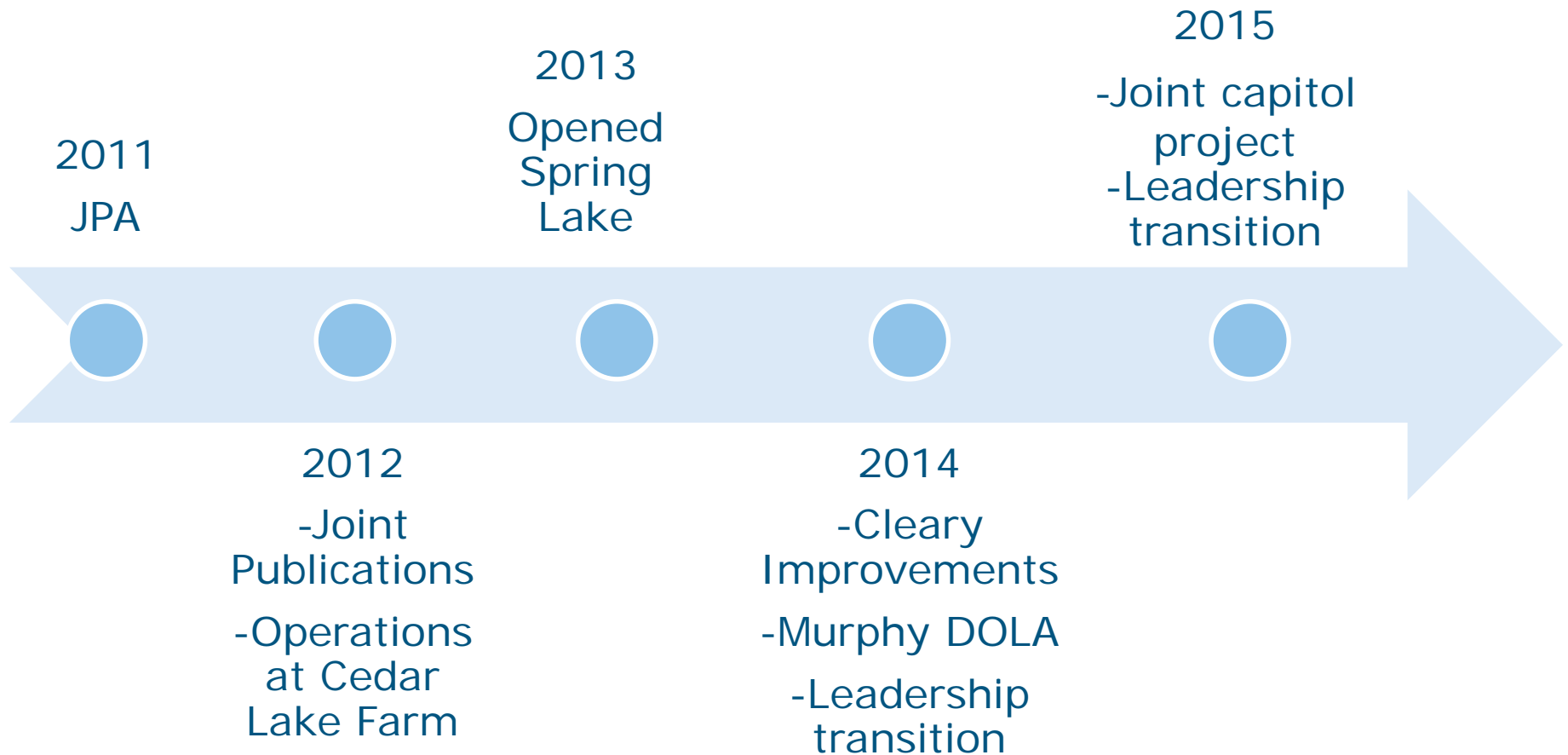
Program Support: Land/Habitat Stewardship



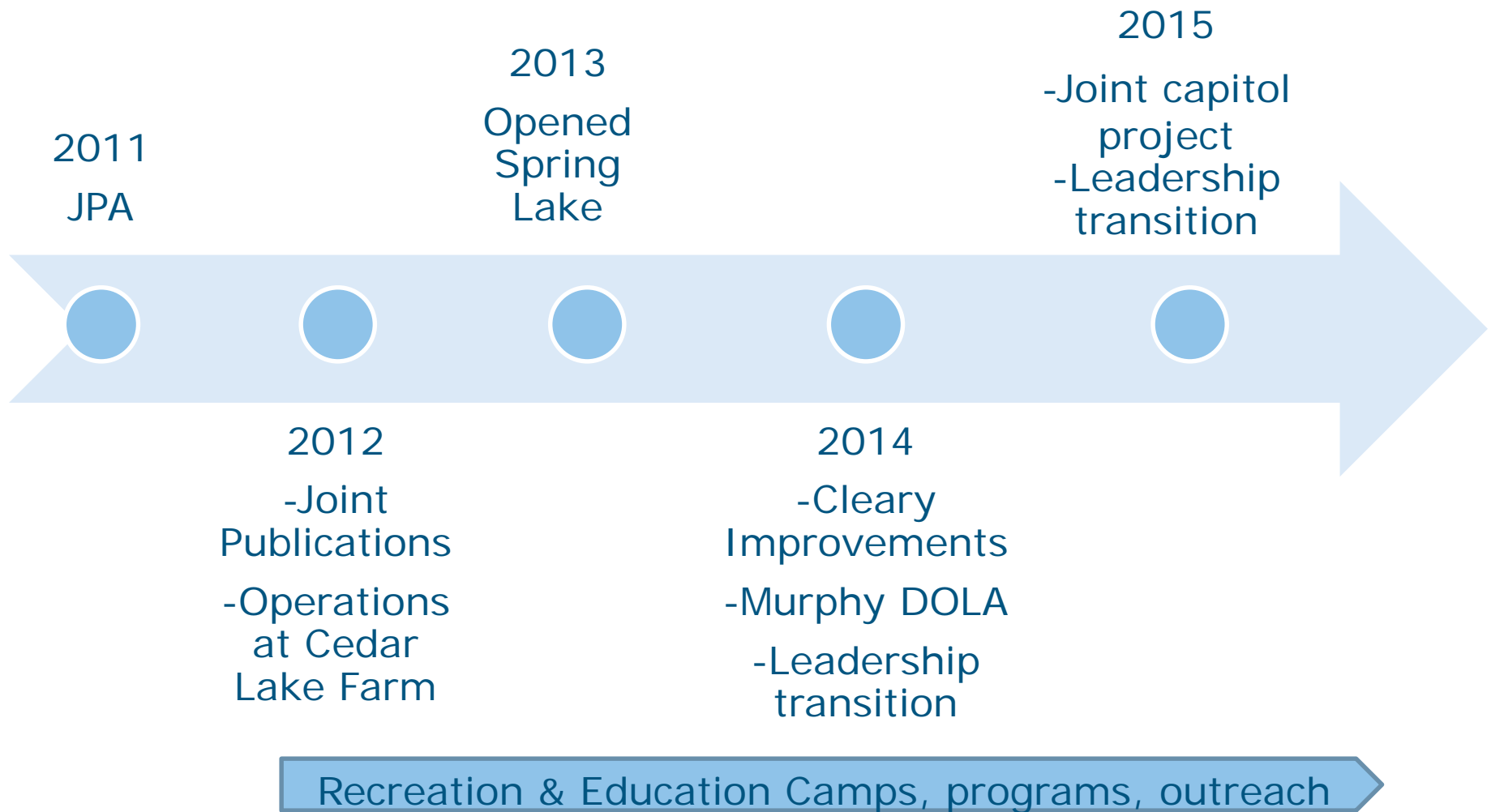
- **2015 Crew Leader: land stewardship**
 - **Burn program – Restoration Projects - Invasive Plants – Oak Wilt**

PARTNERSHIP MILESTONES 2010-2015

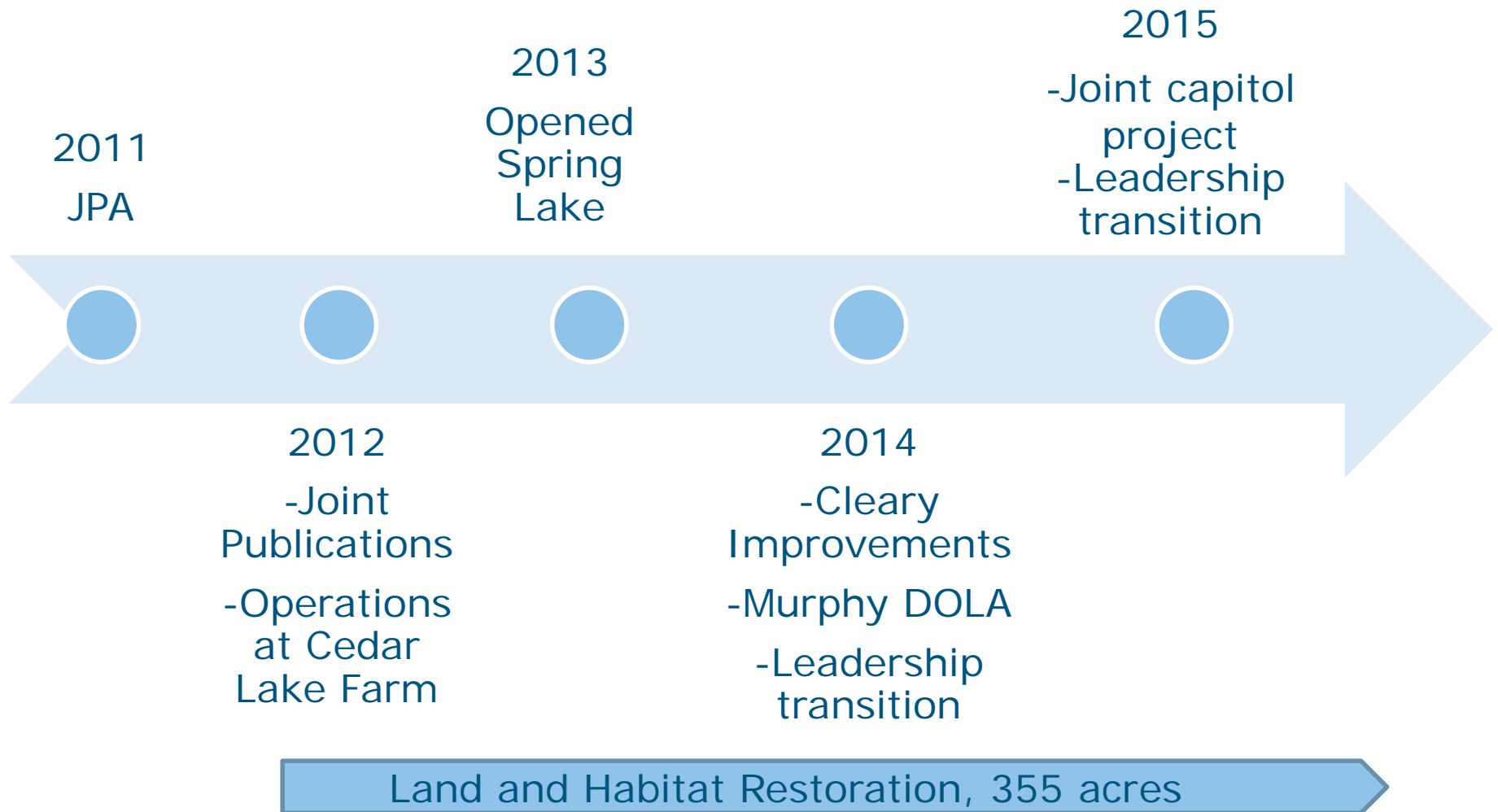
Partnership Milestones



Partnership Milestones



Partnership Milestones



2016 WORK PLAN

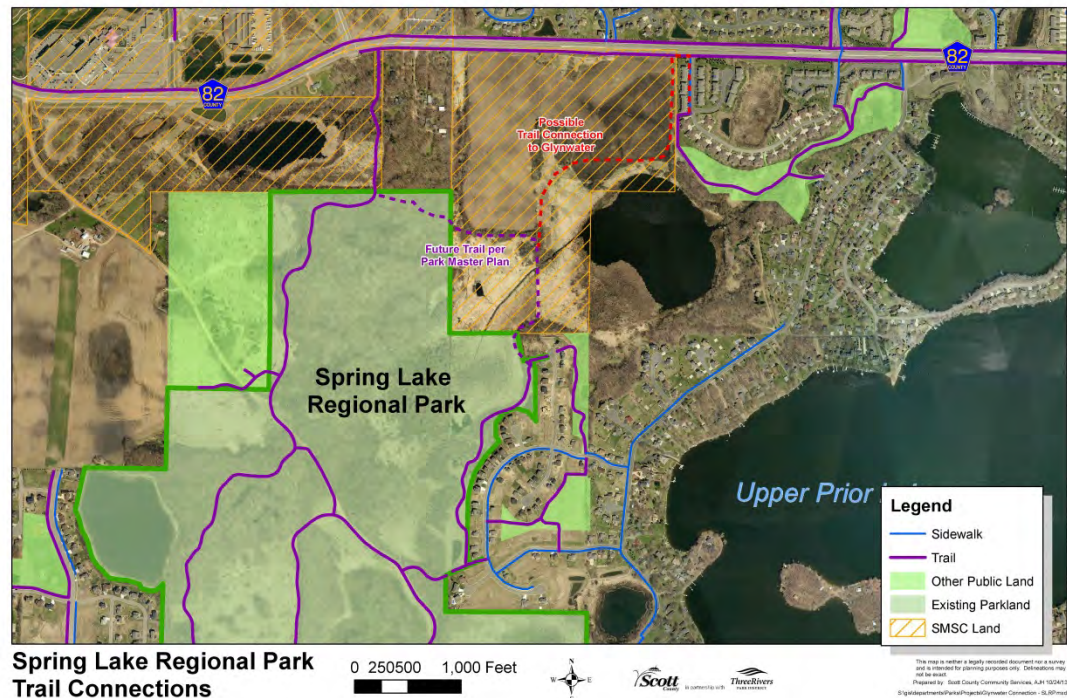
2016 Work Plan DEVELOPMENT

- Building Renovation
 - Cleary Lake Visitor Center
 - Cedar Lake Farm Pavilion



2016 Work Plan DEVELOPMENT

- Spring Lake Trail Loop Connection
 - Collaboration
 - SMSC
 - City Prior Lake
 - Watershed District



2016 Work Plan PLANNING

- 2040 County Comprehensive Plan
 - Data collection, outreach
 - Public Health & SHIP, Planning and Zoning, Transportation, SC-TRPD Parks Partnership
- Operations Plan
- Master planning
- Trail kiosk and signage program

2016 Work Plan

VISITOR SERVICES

- Grand Openings (Cleary and Cedar Lake Farm)
- Education programming outreach (Elko/New Market)
- Golf Marketing Plan

2016 Work Plan

PUBLIC SAFETY

- Orientation and training of local public safety and emergency responders
- Enhanced presence at transitional parks (Doyle-Kennefick)

2016 Work Plan

NATURAL RESOURCES

- Emerald Ash Borer Response
- Prairie restoration, Murphy-Hanrehan
- Forest enhancement, Spring Lake
- Oak savanna restoration, Doyle-Kenn
- Stewardship
 - Burn program through Wildlife and Forestry, SMSC partnership and contractors
 - Invasive weed control
 - Pest management (Oak Wilt)

2016 Work Plan Maintenance

- Install hiking trails, Cedar Lake Farm
- Trail wayfinding signage, Murphy-Hanrehan
- Support
 - Recreation and education programs
 - Habitat restoration and land stewardship

2016 Work Plan

County Coordination

- Public Health: Comp Plan, Trail planning
- SAPS: Comp Plan, Operations Plan
- County Highway Engineer office: Site access issues, acquisition, survey
- County Highway Maintenance and Facilities: aggregate hauling, project support

2016 Work Plan

- Feedback and Discussion

THREE RIVERS PARK DISTRICT AND SCOTT COUNTY

JOINT BOARD MEETING REQUEST FOR BOARD ACTION

Meeting Date: 12/22/15

Business Item: New

Item Number:

3B

Agenda Item: 2016 Three Rivers-Scott County Partnership Budget

Superintendent's Recommendation:

MOTION TO APPROVE THE 2016 THREE RIVERS PARK DISTRICT-SCOTT COUNTY PARTNERSHIP OPERATING BUDGET IN THE AMOUNT OF \$2,132,818, AND THE 2016 PARTNERSHIP LOTTERY-IN-LIEU-OF MAINTENANCE AND REHABILITATION PROGRAM TOTALING \$41,300.

The following information was prepared by Patricia Freeman, Scott County Parks and Trails General Manager and Howard Koolick, Three Rivers Park District Chief Financial Officer.

Background:

On December 16, 2010, the Park District and Scott County entered into a joint powers agreement that defines the roles and responsibilities for operations and maintenance of all regional park facilities in Scott County. The agreement requires the preparation and adoption of an annual budget. The staff listed above, along with Jenna Tuma and Brad Chock (supervisors for the parks in Scott County) and other staff, have been meeting over the last several months to complete the budget.

The 2016 Three Rivers Park District/Scott County Partnership operating budget reflects only one component of the cost of providing park services in Scott County. The second component is the Partnership's Lottery-in-lieu-of maintenance and rehabilitation program, which is also included in the recommended action. The third component is the costs incurred by Scott County, which are part of the 2016 County Budget. No Park District funds are used to support the direct operating costs in Scott County; all direct costs for the regional park and trail operations in Scott County are paid for by operating revenue, regional funding, and Scott County's contribution.

The 2016 Three Rivers Park District-Scott County Partnership budget strives to continue to the high quality services while funding increased operating costs. The budget accounts for changes in staffing and wages and benefits of the staff working in the Scott County parks. The ability to expand operations while facing increasing costs is a testament to the creativity and out-of-the box thinking of the budget team. More detail regarding the budget can be found in the following sections.

Budget Overview

The 2016 Three Rivers Park District-Scott County Partnership budget totals \$2,132,818, an \$86,515 increase from the 2015 budget. The increase is a combination of general wage and benefit increases while correcting the budgeted amount for green fee revenues which have been overestimated in past years. Scott County has increased its contribution to the

operating budget to offset most of the budget changes. Park use revenues are also budgeted to increase as a result of fee increases and changes to the method of collecting state and local sales taxes.

The 2016 budget includes:

- Continued operations at three regional parks (Cleary Lake, Spring Lake Park and Cedar Lake Farm), one park reserve (Murphy Hanrehan) and 8.4 miles of regional trails.
- Continued natural resources management and maintenance at Doyle-Kennefick Regional Park and Blakely Bluffs Park Reserve while they are in their acquisition phase.

Budget Changes

The 2016 budget continues to build upon the partnership's past progress. Maintaining existing regular staffing levels will allow the continuation of the high quality facilities and programs for which Scott County parks are known. Minor changes in staffing in the recreation and outdoor education area will allow additional program offerings to be made.

The most significant changes for the 2016 budget comes in how fees will be charged for a variety of activities. Fees for daily passes for pet exercise areas, horse trail use and boat trailer parking will increase from \$5 to \$6. In addition, summer equipment rental rates will increase by \$1 per half hour. Cross country ski pass fees will also increase, however, these increases will not take effect until the fall of 2016.

In addition to the fee increases, the Park District's fee structure is being changed so that prices pre-sales tax instead of the current rate which includes sales tax. This will ensure the price for an item is the same throughout the Park District regardless of the local sales tax rate (the Park District is currently subject to four different tax rates depending on in which County a purchase is made). For example, an annual pet exercise are pass is currently \$45 which is a fee of \$41.90 plus \$3.10 of state and local sales taxes. The new fee would be \$45 plus \$3.32 in taxes.

The 2016 proposed budget, along with historical operating data is shown below:

	2014 Actual	2015 Year to Date Through October	2015 Budget	2016 Budget	2016 Budget Over/(Under) 2015	
					Dollars	%
Revenues:						
Park Use						
Golf	\$ 328,588	\$ 375,194	\$ 431,000	\$ 397,666	\$ (33,334)	(8.38%)
Other	281,486	240,159	286,550	309,333	22,783	7.37%
Met Council Operations and Maintenance Grant	67,253	69,319	72,253	69,319	(2,934)	(4.23%)
State Lottery-in-Lieu-of Grant	95,910	30,881	95,200	95,200	--	---%
Contribution from Scott County	1,148,855	579,550	1,159,100	1,259,100	100,000	7.94%
Other Revenue	9,091	3,281	2,200	2,200	--	---%
Total Revenue	\$ 1,931,183	\$ 1,298,384	\$ 2,046,303	\$ 2,132,818	\$ 86,515	4.23%
Expenditures						
Park Maintenance						
Personal Services	\$ 678,189	\$ 595,219	\$ 712,588	\$ 727,044	\$ 14,456	1.99%
Supplies, Services & Other	347,650	277,664	292,936	318,078	25,142	7.90%
Total Park Maintenance	1,025,839	872,883	1,005,524	1,045,122	39,598	3.94%
Facility Operations						
Personal Services	390,146	320,421	443,410	447,205	3,795	0.86%
Supplies, Services & Other	136,666	132,084	144,515	149,065	4,550	3.15%
Total Facility Operations	526,812	452,505	587,925	596,270	8,345	1.42%
Public Safety						
Personal Services	85,119	62,529	86,772	88,597	1,825	2.10%
Supplies, Services & Other	3,264	1,901	1,000	2,500	1,500	150.00%
Total Public Safety	88,383	64,430	87,772	91,097	3,325	3.79%
Recreation and Outdoor Education						
Personal Services	76,344	101,760	85,131	97,178	12,047	14.15%
Supplies, Services & Other	2,079	2,715	500	1,500	1,000	200.00%
Total Recreation and Outdoor Education	78,423	104,475	85,631	98,678	13,047	15.24%
Natural Resources Management						
Personal Services	98,430	80,930	135,543	152,821	17,278	12.75%
Supplies, Services & Other	--	--	--	2,000	2,000	100.00%
Total Natural Resources Management	98,430	80,930	135,543	154,821	19,278	14.22%
Administration						
Personal Services	125,123	51,458	139,206	142,128	2,922	2.10%
Supplies, Services & Other	--	--	4,702	4,702	--	---%
Total Administration	125,123	51,458	143,908	146,830	2,922	2.03%
Total Expenditures	\$ 1,943,010	\$ 1,626,681	\$ 2,046,303	\$ 2,132,818	\$ 86,515	4.23%
Excess of Revenues Over/(Under) Expenditures	\$ (11,827)	\$ (328,297)	\$ - 0 -	\$ - 0 -	\$ - 0 -	

Staffing

The 2016 budget includes a slight decrease in full-time equivalent positions and a slight increase in seasonal hours. These minor changes will continue to allow staff to provide high quality and timely service to park guests. There were several staffing increases that were considered as part of the budget process but ultimately did not receive funding for 2016. These positions will be reviewed and considered as part of future budget discussions.

The following is a summary of the budgeted full time equivalent positions and temporary hours:

Positions	Full-Time Equivalents	
	2015	2016
General Manager (1)	1.00	1.00
Parks Planner/Natural Resources Manager (1)	1.00	1.00
Park Maintenance Supervisor (1)	1.00	1.00
Crew Chief (2)	2.00	2.00
Carpenter (1)	0.30	0.30
Golf Specialist (1)	1.00	1.00
Park Technician (3)	3.00	3.00
Park Keeper (1)	1.00	1.00
Park Worker (1)	1.00	1.00
Park Operations Supervisor (1)	1.00	1.00
Facility Supervisor (2)	2.00	2.00
Facility Attendant (2)	1.12	1.42
Golf Instruction Supervisor	0.30	0.00
Recreation Program Specialist (1)	1.00	1.00
Interpretive Naturalist (1)	0.35	0.30
Park Service Liason (1)	1.00	1.00
Park Service Officer (2)	0.50	0.50
Total Full Time Equivalent Positions	18.57	18.52
Temporary/Intermittent Hours	20,060	20,580

LOTTERY-IN-LIEU-OF MAINTENANCE AND REHABILITATION PROGRAM

The 2016 Lottery-in-lieu-of Maintenance and Rehabilitation Program is budgeted at \$41,300, with funding from the lottery-in-lieu-of proceeds scheduled to be received in 2016 along with unspent funds from prior years. The budget includes special maintenance and natural resource management activities to be completed by Park District staff. In addition, County Sentence to Serve crews will be completing projects funded by the 2014 and 2015 budgets.



2016 Three Rivers-Scott County Partnership Budget

2016 Budget Overview

- 2015 Budget totals \$2,046,303
- 2016 Budget, as proposed, is \$2,132,8181
- Increase of \$86,515 funded by increase is Scott County contribution, fee increases and budgeted revenue adjustments

2016 Level of Service

- Continued operations at:
 - Cleary Lake
 - Spring Lake Park
 - Cedar Lake Farm
 - Murphy Hanrehan
 - Regional trails
- Natural resources management at above locations plus Doyle Kennefick and Blakely Bluffs

Funding

- Scott County contribution
 - Increasing \$100,000 to \$1,259,100
- Park User Fees
 - \$10,424 associated with change fee structure relating to sales tax
 - \$8,059 from fee increases
 - Daily horse permit, daily pet exercise permit and summer equipment rental
- Change in green fee revenue estimate
 - Revenue for green fees has been overestimated
 - Reducing estimate by \$33,334
 - Need to reduce it by an additional \$5,666 next year

Major Expenditure Increases

- Wages
 - Inflationary Increase of 1.0%
 - Merit pay and step increases
 - Impact of increase in minimum wage
 - No major staffing changes
- Health Insurance
- Costs associated with new maintenance building at Cedar Lake Farm